

HORIZONTAL TRANSFER POLICY SUMMARY OF POLICY REVISIONS

8-2-2018

- Edited to allow increases in the salary rate for Horizontal Transfer actions.

1-1-2007

- (1) Changed title from “Transfer” to “Horizontal Transfer” to differentiate from redeployment and to clarify that this terminology is used only for transfers to the same grade. Transfers that involve a promotion, are coded “Promotion,” etc.
- (2) Added provisions for career-banded classes
- (3) Clarified transfer provisions for graded classes.

7-1-2006

- Paragraph on Benefits Transferred revised to conform to changes in the Vacation and Sick Leave Policies.

7-1-2005

- Revised to eliminate “hiring rate” and to change “special entry rate” to
- “special minimum rate.”

7-1-2002

- Revised to include advisory note regarding salary “waiver.”

12-1-1995

- Revised to state that the exception for paying a lower salary does not apply if employee has RIF reemployment priority.

1-1-1990

- Revised to conform to new pay plan
- Added provision for transfer of employee personnel file when employee transfers to another agency.

8-1-1986

- Revised to allow exception for salary to be cut in case of insufficient funds or creation of a serious internal salary inequity.

12-1-1985

- Deleted provisions for competitive service.

6-1-1985

- Revised maximum distance factor from 20 to 35 miles or more to become eligible for consideration of reimbursement of moving expense.

1-1-1976

- Included provisions for competitive service positions.

7-1-1975

- New Policy on leave with pay for employees transferring.